



VACANCY ANNOUNCEMENT

Administrative Assistant – Vocational Rehabilitation

OPENING DATE:	06/20/2024	CLOSING DATE:	07/04/2024
SUPERVISOR:	Vocational Rehabilitation Director	SALARY:	TBD
LOCATION:	TOR Building	STATUS:	Regular Full-Time

JOB SUMMARY

The Vocational Rehabilitation Administrative Assistant is responsible for the completion of activities associated with Program grant objectives and deliverables. Provides administrative and clerical support and assists the respective programs in all activities and events.

DUTIES AND RESPONSIBILITIES

- Greets all visitors, and directs to appropriate office as requested. Provides visitors with information of a routine nature if necessary or requested.
- Receives applications and collects supporting documents, advises clients of what supporting documentation is needed to ensure application process is complete.
- Notifies applicants of approval or denial of application.
- Provides administrative and clerical support to department staff, inclusive of filing, photocopying, answering telephones, answering client questions, and preparing correspondence.
- Assists with proper maintenance and records of client case files and programs grant files for each fiscal year.
- Assists staff in setting up meetings, workshops, classes, screenings, transporting, etc.
- Works remotely if necessary through virtual channels when needed or during tribal office closures due to inclement weather or other unexpected reasons.
- Attends in/out of state travel/training when necessary
- Arranges travel, coordinates flight and hotel information with designated staff, and prepares proper documentation.
- Submits requests for payments and attaches all required supporting documentation.
- Delivers and/or mails payments to vendors.
- Provides Program information to potential clients through outreach activities in Native communities, tribal events and public gatherings.
- Assists in the provisions of case management for clients: setting up appointments or home visits, making referrals, securing transportation, and transporting clients when required.
- Responsible for all data entry into the program system.
- Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE

- Possess an Associate’s Degree in Business Administration, Management or another related field. A combination of education and work experience may be substituted. Each two (2) years of experience must be substituted for one year of completed study. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education.
- Must have had at least two (2) years of work experience in a clerical or administrative type position.
- Knowledgeable and able to use the data entry system for entering data as needed.
- Maintains strict confidentiality.
- Must have communication skills, both oral and written, to interact with people and program directors, as well as officials and other individuals regarding personnel matters.
- Must be computer literate and able to operate software for letter processing and spreadsheets. Must have the ability to organize and maintain clear and concise records. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.

- Proven ability to work well with Indian families and children, and must have positive human interaction skills.
- Must be a self-starter and be able to work with a minimum amount of supervision.
- Must have the ability to organize and maintain clear and concise records.

REQUIREMENTS

Must possess a valid Oklahoma Driver’s License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver’s license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.